

**URBAN SYSTEMS  
ENGINEERING AND RELATED SERVICES  
JULY 01, 2015**

**CONTRACT NO. 4400006586  
STATE PROJECT NO. H.010973  
F.A.P. NO. H010973  
VETERANS BLVD LIGHTING (AIRPORT-LOYOLA)  
JEFFERSON PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime Consultants shall be registered with the Federal Government using SAM.gov at the time of submittal. One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.**

DOTD employees may not submit a proposal, nor be included as part of a Consultant’s team.

**Municipality Project Manager: Jose Gonzalez**

**DOTD Coordinator: Jason Lacombe**

All inquiries concerning this advertisement should be sent in writing to [hadi.shirazi@la.gov](mailto:hadi.shirazi@la.gov) and [heather.huval@la.gov](mailto:heather.huval@la.gov).

**PROJECT DESCRIPTION**

This is an Urban Systems project. The Consultant/Team will be required to provide engineering and related services to prepare street lighting plans for Veterans Blvd. Road in Jefferson Parish. The Contract will be between the Consultant and the City of Kenner, hereinafter referred to as the “**Entity**”. It will be monitored by the **Entity**, DOTD and the Federal Highway Administration (FHWA).

## SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

### **Stage 3: Design**

Part I: Surveying Services

(a) Topographic Survey (as required)

Part IV: Final Plans

### **Stage 5: Construction Engineering Services**

Part I: Construction Support

Part II: Shop Drawings

The services to be performed are described more specifically as follows:

### **Stage 3: Design**

#### **Part I (a) Topographic Survey**

The Consultant shall perform all services required to make a topographic survey, in English units of measure, as required for the proper design and layout of the project. The requirements which shall govern this survey are specified in the current edition of the DOTD Location and Survey Manual. Deviations to the manual shall be approved by the Entity's Responsible Charge (RC) and/or DOTD. The survey shall include, but is not limited to, one or more of the following:

This project is located in Jefferson Parish in Kenner, Louisiana. A GIS based project will be required along a portion of the Existing Route of Veterans Blvd between Loyola Drive and Airport Road. The complete GIS based project shall include the following:

-All 2D features that can be incorporated from aerial photography that are needed for the Lighting design associated with this project. Those features shall include at a minimum the following: Edge of existing roadway/pavement, overhead structures, trees, billboards/signs, communication towers, driveways, turning lanes, or any other visible feature that would impact the project.

-All utilities (Subsurface and above ground) from records research and shape files obtained from utility companies. (Minimal field work will be required)

-All existing drainage structures that cross the Alignment of the project or would impact the lighting design in the median. This can be done from records research and shape files obtained from Jefferson Parish DPW. (Minimal field work will be required)

Once a GIS project has been compiled that includes all pertinent information needed for design, it shall be exported to a Micro station/Inroads 2D format and coded with the proper Location and Survey/LADOTD field codes and levels to produce a drawing to be used in the design process. It is also important that all available attributes are properly filled out and that a project Alignment is established.

This project will begin at the intersection of Loyola Drive and Veterans Blvd. (See attached sketch) from this Point the project will proceed in an easterly direction along Veterans Blvd for approximately 1.2 miles to the intersection of Virginia Street and Veterans Blvd. (See attached sketch). The width of the project will be from the apparent Right of Way on the North side of Veterans Blvd across to the apparent Right of way on the South side of Veterans Blvd.

Permission of land owners shall be acquired by the consultant before entering any property associated with this description.

All work to be done in the English units of measurement, and a drainage map is not required.

#### **Part IV: FINAL PLANS**

Final plans shall consist of all services required for the completion of final plans, specifications and cost estimates for the projects.

The services to be performed under this Part consist of the following:

**Project Description:** Provide plans, specifications and special provisions, construction estimate, photometrics, and engineering calculations for roadway lighting along Veterans Memorial Blvd between Virginia Street and Loyola Drive in Jefferson Parish. The Consultant shall deliver plans at 30%, 60%, 95%, 98%, and 100% Final Plan stages, as defined in III.B below.

#### **WORK ELEMENTS:**

##### **I. PROJECT MANAGEMENT**

###### **A. *Meetings / Site Inspections***

1. The Consultant shall hold meetings stated in Table 1A (for pre-bid) and Table 1B (for construction) as a minimum (see section VI). They will also attend meetings requested by the Entity Responsible Charge when needed for a specific issue. The Consultant shall prepare the minutes of all meetings for review by the attendees.

2. Design Phase:

- a. A Kick-Off meeting shall be held no later than 14 days after NTP.
- b. After the kick-off meeting, the Consultant shall meet with the Entity Responsible Charge, DOTD District personnel, Parish, and utility companies at the initial site inspection to locate any existing equipment, investigate the existing field conditions, and to discuss preferences of design and/or equipment regarding simplifying maintenance of proposed lighting system.
- c. Work Schedule: Consultant shall deliver preliminary work schedule for plan delivery dates at the Kick-Off meeting. Prior to proceeding with the preliminary design and no later than 10 days after the Kick-Off meeting, the Consultant shall deliver the finalized schedule. For this purpose, the Consultant shall either meet (Delivery Plan Meeting) or discuss via email with the Entity Responsible Charge and/or DOTD Project Manager.
- d. The Consultant shall perform a minimum of 3 site inspections during design, which includes the initial and 60% PIH inspections.

B. Written Plan / Monthly Reports

A written plan describing the work being performed and a timeline to perform the work shall be provided by the Consultant. Monthly report shall consist of more details than man-hour invoice giving a verbal assessment of progress and prompt notification of any problems that may require the Entity's attention. Schedule changes which postpone the letting fiscal year shall not be permitted.

C. Project Responsibility and Ownership

The Consultant shall be proactive as well as reactive during all phases of a project, including tracking/monitoring of progress and coordination/communication with the Entity Responsible Charge, DOTD, Parish, and utility companies, for avoidance or resolution of issues.

## **II. PLAN STANDARDS**

The Consultant shall develop a complete set of construction plans, and estimate in accordance with the following:

- A. The Consultant shall provide electrical lighting plans showing the locations of existing equipment (if applicable), removal of the existing equipment (if

applicable), and the proposed location of the new equipment. Plans shall include but not limited to the following: service points, lighting controllers/panels, disconnects, any receptacles, pull boxes, underground junction boxes, conduit, jacked/bored casing, light poles, and luminaires. All new equipment and design must conform to:

1. LADOTD Illumination & Electrical Standards
2. LADOTD “A Guide to Construction, Operating, and Maintaining Highway Lighting Systems”
3. IESNA/ANSI RP-8
4. LADOTD Electrical Plan Layout and Presentation.
5. Louisiana Standard Specifications for Roads and Bridges
6. National Electrical Code (NFPA 70)
7. Standard for Electrical Safety in the Workplace (NFPA 70E)
8. All other local and applicable codes

- B. The Consultant shall provide plans that include all existing utilities within the project limits clearly documented. The Consultant shall work with the Entity Responsible Charge and DOTD District Utility Representative to ensure that completed design minimizes impacts to existing utilities.
- C. The Consultant shall develop an itemized construction estimate. The estimate shall be broken down by control sections and individual pay items as defined in the **Louisiana Standard Specifications for Roads and Bridges**, and Trns•port, or as directed.
- D. Any standard traffic control sheets, high mast lighting tower details, and guard rail standard plans, if needed, will be provided by DOTD.
- E. Any typical electrical details and a recent example of lighting plans, if needed, will be provided by DOTD.

### **III. PLAN DELIVERABLES**

- A. The Consultant shall deliver plans in accordance with the following:
  1. The plan sheets shall be Cad Conformed at all stages of development and contain the Cad Conformed emblem (See Section V. Electronic Deliverables).
  2. The plans shall be delivered in the fashion stated in Section V. Electronic Deliverables. Additional PDF and hard copies of plans shall also be delivered as required by the DOTD Project Manager.
  3. The Plan Constructability/Biddability Review shall be performed at PIH (60% Final Plans), Advance Check Print, and Consultant’s Project Delivery.
  4. A request for the Queue Analysis shall be made to the DOTD District office if lane closures are planned as part of the project.
  5. The QC/QA documentations required by Chapter 3 of the Bridge Design &

Evaluation Manual (BDEM) shall be submitted at each plan submittal.

6. Beginning with 30% Final Plans, a revised Construction Cost Estimate shall be included in every package. Estimates at 60% Final Plans and beyond shall include pay item breakdown.
7. Beginning with 60% Final Plans, a photometric analysis of the interchange that conforms to LADOTD Illumination Standards is required. Update as required.
8. Beginning with 95% Final Plans, the following electrical calculations are required. Update as required.
  - a. Voltage Drop for Service Points, Branch Circuits, etc.
  - b. Fault Current for Service Points.
  - c. Conduit Fill for all circuits.

*Note: Please provide respective formulas, constants, values, and parameters used for all calculations.*
  - d. Include the following, as a minimum, general information with all calculations:
    - i. Calculation Title
    - ii. Design Engineer Name, P.E. Number, and Company Name
    - iii. Project Name and Number
    - iv. Date
9. Project presentation on the plans shall strictly adhere to DOTD Electrical Design format.

B. The Consultant shall deliver plans to the Entity Responsible Charge for review at each of the following increments. Deliverables that do not comply with a milestone description cannot qualify for any subsequent milestone.

**1. Preliminary Plans (30% Final Plans)**

The 30% submittal shall be a complete representation of what will be submitted later as Final Plans. Every sheet of the Final Plans shall be represented in the 30% Submittal. The overall project development will be 30%; however some sheets shall be nearly completed while others shall be developed less than 30% and a few sheets may be blank. All sheets will have correct title blocks as well as proper sheet names. This stage provides the opportunity to verify complete understanding of project requirements.

**2. Design Development (60% Final Plans)**

The 60% submittal shall meet all the requirements of the 30% submittal. The overall project development shall be 60%; however some sheets may be completed while the bulk shall be nearly completed and a few sheets may be noticeably less than 60% complete. However, no sheets will be void of relevant project data or blank.

**3. Advance Check Prints (95% Final Plans)**

The 95% submittal shall meet all the requirements of the 60% submittal. The overall project development shall be at least 95% complete. All sheets shall be essentially 100% complete but may lack minor details (polish). No

sheet shall lack any relevant information needed by those reviewing the plans at this distribution point. The final placement of some equipment may not be known until ACP comments have been received from the field.

**4. Final Plans (98% Final Plans)**

The 98% Final Plans shall address all comments from the ACP submittal. All sheets shall be 100% complete. The Consultant's Final Plans, Construction Estimate, and Summary of Estimated Quantities shall be submitted to the Entity Responsible Charge.

**5. Consultant's Project Delivery (100% Final Plans)**

The Consultant shall address any comments from Entity Responsible Charge and or DOTD and deliver the Final Plans, specifications, and Construction Estimate.

**6. Pre-Bid RFIs**

The Consultant shall answer all pre-bid RFIs in Falcon from bidders and provide official response and/or plan revisions as needed to Entity.

**7. Bid Review**

The Consultant shall perform bid review analysis.

**Stage 5: Construction Engineering Services**

**IV. ENGINEERING SUPPORT & MONITORING OF CONSTRUCTION ACTIVITIES (CONSTRUCTION RELATED ENGINEERING SERVICES)**

The Consultant shall provide engineering support and monitoring of construction activities described as follows:

**A. Pre-Construction Conference**

The Consultant shall attend the Pre-Construction meeting to set the procedures and discussing any concerns about the construction with the contractor. Other issues such as document distribution and shop drawing submittals shall be reviewed. Attendance by the Design Engineer is mandatory. The Consultant shall issue the documented proceedings to the Entity Responsible Charge.

**B. Shop Drawings and Equipment Submittals**

The Consultant shall review and approve shop drawings and equipment submittals. This includes distribution of the submittals to the appropriate parties as agreed in the Pre-Construction meeting. A log shall be maintained with the status of the submittals as well as a complete set of submittals. The Consultant shall promptly notify the Entity Responsible Charge of Contractor's submittal issues that need resolution and/or which may delay the submittal process beyond the Assembly Period.

**C. Operation and Maintenance Manuals**

Operation & Maintenance Manuals shall be prepared by the Contractor. The Contractor shall submit manuals to the DOTD Project Engineer and Consultant for review and approval to determine if they are complete and have included accurate data. The final approved manuals shall be distributed by the Consultant in accordance with the procedures outlined in the Pre-Construction meeting. The minimum points for verification are as follows:

1. System Operational Plan
2. Warranty & Final Acceptance
3. Poles Installation & Maintenance
4. Poles Certifications
5. Luminaire Installation & Maintenance
6. Stamped Submittals
7. Utility Service Equipment
8. Test Reports
9. As-Built Drawings

**D. As-Builts**

As-Builts shall be prepared by the Contractor. The DOTD Project Engineer may also prepare a separate set of As-Builts. During the Pre-Construction Meeting the Project Engineer will specify which set of As-Builts will be the official set. The DOTD Project Engineer and Consultant shall review As-Builts to determine if they are complete and accurate. A final copy of official As-Builts shall be included by the Contractor in the operation and Maintenance manuals.

**E. Request for information (RFIs)**

The Consultant shall process all RFIs using DOTD Construction Division's standard RFI form for the project and maintain a log of the RFIs with the status of the responses.

**F. Field Inspections**

During the course of construction, periodic field inspections shall be made by the Consultant to track the progress of the work and verify the proper installation of the equipment. It is the Consultant's responsibility to plan and coordinate the timing of each inspection for effectiveness and to meet the needs of the Entity Responsible Charge and DOTD Project Engineer. Attendance by the Design Engineer is mandatory. Exceptions require the written preapproval from DOTD Electrical Design. Field inspections are to be coordinated with the Entity Responsible Charge, DOTD Project Engineer and the DOTD Statewide Electrical Inspector. Written inspection reports shall be prepared and delivered to the Entity. This contract shall be based on five field inspections, not counting Final Inspection.

**G. Final Inspection**

The Consultant shall make a final inspection and verify the completion of the work based on the plans and specifications. Attendance by the Design Engineer is mandatory. The Consultant shall coordinate the final inspection with all

parties. A final inspection report shall be submitted to the Entity Responsible Charge along with a punch list of incomplete items. The contract is complete upon the latter of final acceptance of the project or acceptance of O&M Manuals by the Consultant, Entity and DOTD Electrical Design.

**V. TABLES**

**TABLE 1A (Pre-bid)**

	<b>(I)</b>	<b>(II)</b>	<b>(III)</b>	<b>(IV)</b>	<b>(V)</b>
<b>Attendees</b>	<b>Kick-Off Meeting</b>	<b>Initial Site Inspection</b>	<b>Delivery Plan Meeting</b>	<b>Site Inspections</b>	<b>60% Final Plans (PIH Site Inspection)</b>
<b>Consultant</b>	X	X	X	X	X
<b>DOTD Project Manager</b>	X	O	X		X
<b>DOTD District Project Engineer</b>	X	X		X	X
<b>DOTD District Construction Area Engineer</b>	X				O
<b>DOTD District Traffic</b>	X				O
<b>DOTD District Utilities</b>	X	X			O
<b>DOTD District Real Estate</b>	O				O
<b>DOTD Environmental</b>	O				O
<b>Parish/Local Government</b>	X	X			O
<b>Utility Companies</b>	X	X		O	O

Note:

1. Attendees marked with an X or O shall be notified and invited to the meeting, as a minimum.
2. O = Optional attendance.
3. Consultant is not responsible for no-shows of attendees outside their organization.

**TABLE 1B (Construction)**

	(I)	(II)	(III)
Attendees	Pre-Construction meeting	Site Inspections	Final Inspections
Consultant	X	X	X
DOTD Project Manager	X	O	X
DOTD District Project Engineer	X	X	X
DOTD District Construction Area Engineer	O		O
DOTD District Traffic	X		
DOTD District Utilities	X		
DOTD District Real Estate	O		
DOTD Environmental	O		
Parish/Local Government	X		
Utility Companies	X		
DOTD Statewide Electrical Inspector	X	O	X

Note:

1. Attendees marked with an X or O shall be notified and invited to the meeting, as a minimum.
2. O = Optional attendance.
3. Consultant is not responsible for no-shows of attendees outside their organization.

**FHWA FORM 1391**

The Consultant shall be required to notify the contractor and forward to the DOTD Compliance Section and the DOTD Coordinator all information required for the Federal Aid Construction Contractor's Annual EEO Report.

**ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The

Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

## **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's

must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards

### **ITEMS TO BE PROVIDED BY THE DOTD**

The DOTD will furnish, without charge, the following services and data:

- Environmental Clearance
- DOTD Special Details and DOTD Standard Plans (through Projectwise)

### **ITEMS TO BE PROVIDED BY THE ENTITY**

- Utility relocation agreements, utility certification letter (if required)
- Other permits (if required)

### **CONTRACT TIME**

The services to be performed under this Contract will commence promptly upon receipt of the written Notice-to-Proceed (NTP) from the **Entity**, and will be in effect for (1,095 calendar days) which includes review time. The delivery schedule for all project deliverables will be established by the **Entity**.

### **COMPENSATION**

The total compensation to the Consultant for all services rendered in connection with this contract is an estimated maximum of **\$231,418**.

The compensation to the Consultant for Stage 3, Parts I (a) and IV is a lump sum of **\$169,310** which is subdivided as follows:

Stage 3: Part I (a) – Topographic Survey	\$28,995
Stage 3: Part IV – Final Plans	\$140,315

The compensation to the Consultant for Stage 5, Parts I Construction Support and II Shop Drawings will be based on non-negotiated work-hours using DOTD established billable rates for the actual time spent on the project, with a maximum limitation of **\$62,108**.

### **DIRECT EXPENSES**

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant

during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

## **REFERENCES**

All services documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Addendum "A" to the Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electric Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)
22. Testing Procedures Manual
23. Engineering Directives and Standards Manual (EDSM)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

## MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Electrical Engineer, registered in the State of Louisiana, with a minimum of ten years of experience designing roadway lighting. The last three years must contain design of Louisiana DOTD projects.
3. In addition to the above requirements, the Prime-Consultant must also employ on a full time basis or through the use of a Sub-Consultant(s)
  - a. One Professional Structural Engineer registered in the State of Louisiana with a minimum of five years of experience in the design of structural components of light poles (steel and aluminum), light pole foundations including anchor bolts, base plate, concrete components, drilled shafts, as well as structure mounted light pole attachments including barrier mounted structural components, such as concrete blisters, steel brackets, and concrete anchors.
  - b. At least one field inspector with the following:
    - i. Up-to-date NEC and NFPA 70E courses.
    - ii. A minimum of five years of experience in electrical inspection and reporting.
  - c. A minimum of one Professional Land Surveyor registered in the State of Louisiana, with a minimum of five years of experience in conducting topographic surveys for DOTD.

**Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Manpower requirements listed herein.**

## WORK ZONE TRAINING REQUIREMENTS (PRE-CONSTRUCTION SERVICES)

As part of DOTD's on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. Current certifications of compliance for this training should be submitted with and made part of

Consultant's DOTD Form 24-102. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. However, all requirements shall be met prior to contract execution. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

The above requirements are the minimum to perform work on DOTD projects. It is desired that all staff have work zone training as shown below:

Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Personnel:	Traffic Control Technician Flagger

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. Specific training course requirements are:

Flagger: Successful completion every four years of a work zone flagger course approved by the Department. The "DOTD Maintenance Basic Flagging Procedures Workshop" is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either

complete a 1-day TCS refresher course or retake the original 2-day TCS course every four years.

ATSSA contact information: (877) 642-4637

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;\*
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 6

\*The Bridge Design (BZ) performance rating will be used for this project.

#### **Complexity level-Normal**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

#### Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

1. Hadi Shirazi – Ex officio
2. Jason Lacombe– Project Manager
3. Fred Borne
4. Michael Armentor
5. Joseph Douglas
6. Stan Ard

#### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime Consultant may require the Sub-consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal

Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)) will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope. Copies of the Inspector’s certification card (indicating the date of expiration), must be included in the 24-102.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or provide inaccurate information on the 24-102, will be considered non-responsive.

Multiple firms that are listed on a single proposal (e.g., prime consultants as well as listed sub-consultants) will be considered a “Team.” Only one Consultant or Team will be selected for each contract to be awarded pursuant to a Request for Qualifications. A Team may submit more than one proposal reflecting different allocations of work or different combinations of prime and sub-consultants, but in no instance will a single Team be awarded more than one contract from a single Request for Qualifications.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

**Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.**

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400006586 and State Project No. H.010973** and will be submitted **prior to 3:00 p.m. CST on Tuesday, July 21, 2015** by hand delivery or mail addressed to:

Department of Transportation and Development  
Attn.: Mr. Hadi Shirazi, P.E.  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1929

#### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.